

HOPE AND LIFE FUND DISBURSEMENT ACTION STEPS FOR INSTITUTIONS

- Determine the dollar amount of the upcoming terms (Fall/Spring) need for scholarships.

FALL TERM

- Submit an invoice/IDT to the Commission on Higher Education's Internal Operations Division (contact person: Jeff Richards (803) 737-2263) by August 15 for the Fall term.
- The Commission on Higher Education will process the payment.
- Awards related to previous terms (post-awards) and/or any adjustments will be included in the current term's disbursement data.
- Submit scholarship disbursement data to the Commission on Higher Education's MIS Division (contact person: Stephanie Reynolds (803) 737-2152) by October 31.
- The Commission on Higher Education will determine the amount of over/under allocation for the Fall semester, to include post-awards and/or adjustments, and notify the institutions of the amount to adjust the Spring request.

SPRING TERM

- Submit an invoice/IDT to the Commission on Higher Education's Internal Operations Division (contact person: Jeff Richards (803) 737-2263) by December 15 for the Spring term. This request will include an attachment showing the actual need +/- the adjustment from the previous term as determined by the Commission on Higher Education. This process will apply to all future terms.
- Awards related to previous terms (post-awards) and/or any adjustments will be included in the current term's disbursement data.
- Submit scholarship disbursement data to the Commission on Higher Education's MIS Division (contact person: Stephanie Reynolds (803) 737-2152) by March 31 and June 15 (final).
- The Commission on Higher Education will determine the amount of over/under allocation for the Spring and Summer terms, to include post-awards and/or adjustments, and notify the institutions of the amount to adjust the next Fall term request. This process will remain for all future terms.